

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 02/27/2012		2. CONTRACT NO. (If any) EP-W-11-022		6. SHIP TO:			
3. ORDER NO. 0103		4. REQUISITION/REFERENCE NO. PR-OAR-12-00908		a. NAME OF CONSIGNEE OAR/OAP/CPFD			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code 6202J OAP/CPFD		c. CITY Washington	
				d. STATE DC		e. ZIP CODE 20460	
7. TO:				f. SHIP VIA			
a. NAME OF CONTRACTOR CADMUS GROUP, INC. THE				8. TYPE OF ORDER			
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS 57 WATER STREET				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.			
d. CITY WATERTOWN		e. STATE MA		f. ZIP CODE 024724603			
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CPFD			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							12. F.O.B. POINT
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)							Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
a. INSPECTION Destination		b. ACCEPTANCE Destination					
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	DUNS Number: (b)(4) TO 0103 Develop CPPD's Awards Brochure, Annual Report, and Analysis for 2011 TOPO: Courtney Upshall  Continued ...						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
21. MAIL INVOICE TO:							
a. NAME RTP Finance Center				\$180,744.00			
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive							
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711	\$180,744.00		17(i) GRAND TOTAL	
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Rachel Schwartz TITLE: CONTRACTING/ORDERING OFFICER			

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/27/2012	CONTRACT NO. EP-W-11-022	ORDER NO. 0103
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 03/01/2012 to 02/28/2013</p> <p>Cadmus EP-W-11-022 TO # 103: Develop Awards Brochure, Annual Report, and Analysis for 2011 The Cadmus project plan and budget dated February 9, 2012 for \$180,744 and 1,717 hours is approved. The order is fully funded.</p> <p>Accounting Info: 12-13-B-58E8-101A46-2505-1258EE2189-00 1 BFY: 12 EFY: 13 Fund: B Budget Org: 58E8 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1258EE2189-001 Funding Flag: Complete Funded: \$180,744.00</p>				180,744.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$180,744.00

**Statement of Work:**  
**Develop CPPD's Awards Brochure, Annual Report, and Analysis for 2011**  
**Period of Performance: 3/1/12-2/28/13**

The U.S. Environmental Protection Agency's Climate Protection Partnerships Division (CPPD), Climate Change Division (CCD), and Stratospheric Protection Division (SPD) manage voluntary programs which cost-effectively reduce emissions of greenhouse gases from a variety of sectors in the U.S. economy. EPA's climate programs promote energy efficiency, corporate commitments, cleaner energy supplies, and reductions of methane and other high global warming potential greenhouse gases. These programs help businesses, organizations, and consumers to realize the environmental benefits and cost savings of energy efficiency investments and are working to reduce barriers to the efficient production and delivery of energy and to expand markets for renewable energy.

The purpose of this work assignment is to complete a financial report for 2011 (the *2011 Annual Report*) that communicates CPPD's, CCD's, and SPD's annual and cumulative activities in terms of government expenditures and industry costs and savings. The Contractor will provide EPA with a professional document that successfully communicates the accomplishments and progress of these programs. This report will display figures such as revenue generated for CPPD partners participating in its voluntary programs, greenhouse gas emissions reduced, investments in new technologies by CPPD partners, as well as others to be determined during the course of the project. It will evaluate trends and the potential for EPA's programs to affect U.S. energy use and net greenhouse gas emissions as well as document how these programs overcome market barriers or failures and transform the marketplace. The report will also present information on the future expectations and long-term goals of the programs. While the primary audience for the report is elected officials and their staff members on Capitol Hill, the report will also serve climate program partners, potential partners, other government officials and interested citizens.

The proposed work includes:

- Working with the EPA COR on design and production of a preliminary analysis to be published as a 4-page brochure for the 2013 annual ENERGY STAR Awards ceremony.
- Collaborating with a designated point of contact within each branch to receive the necessary annual data, partner features, graphics, and special inserts.
- Analyzing data provided by the branches within CPPD, CCD, and SPD.
- Analyzing the voluntary programs' economic benefits using (and updating where necessary) the same or updated model used for the *2010 Annual Report*.
- Preparing and revising a draft report outline.
- Writing portions of the text and editing the entire text.
- Designing cover and interior layouts.
- Producing figures and tables.
- Incorporating EPA feedback at various stages in the development of the report.
- Laying out the entire report in EPA-approved design.
- Performing continuous quality assurance/quality control as text, data, and figures are merged into the document and revised following EPA feedback.
- Submitting a four-color (camera-ready final electronic copy and related print instructions to EPA for printing.
- Providing EPA with technical appendices (including spreadsheets containing data and analyses for the branches) and a written explanation of how the calculations were made and what assumptions were used.

As the annual report is modified and prepared by the Contractor, there will be several reviews by EPA and it may be necessary to supply the EPA representative with intermediate copies of the products as they are being developed. The basic structure of the report may change from the *2010 Annual Report* somewhat. The Contractor should proactively recommend to the EPA COR

improvements and graphics for the report. It will be important that the Contractor project officer for this work interact closely with the Contractor project officer working on the annual report program analysis to ensure that the information is communicated effectively. The EPA representative will be the contact for editorial changes and resolving any disputes.

The major milestones and deliverables for this project are outlined below.

### **Task 1: Collection of Data and Preliminary Analysis**

Following up on the analysis completed last year, the Contractor shall perform any necessary analyses, calculations or spreadsheet modifications requested by the EPA COR. This work will include the creation of a summary spreadsheet laying out, on an annual basis, the key economic and environmental performance measures by program (the measures or metrics that were highlighted in the *2010 Annual Report* or comparable results) along with program totals.

Based on the analysis prepared in 2011 by The Cadmus Group and using the existing or updated model, the Contractor shall collect the appropriate data and perform any necessary research in order to complete a preliminary cost and benefit analysis for each of EPA's climate programs for the 2011 calendar year and the future locked-in benefits. These results will be based on program managers' preliminary estimates of 2011 results and will be submitted to the EPA COR in time to be included in the 2012 4-page Summary of Achievements brochure, which is described below.

Once these preliminary program results are submitted to the EPA representative, the Contractor shall, if necessary, re-contact EPA staff and managers to conduct interviews to assess the preliminary results and discuss data needs for a particular program or modifications to the methodology used. Before completing the analysis, the Contractor should be certain that all programs or products within CPPD's purview are included.

### **Task 2: Layout and Outline Proposals**

The Contractor and the EPA COR will have several initial meetings and/or phone conversations to develop the outline of the *2011 Annual Report*, using the *2010 Annual Report* as a starting point for determining the topics to be covered in the 2011 edition. During these discussions, the Contractor and the EPA COR will also agree on the broad style guidelines and EPA preferences that should govern the design of the cover and the interior layout of the report. Upon completion of these initial meetings, the Contractor shall deliver to the EPA representative a preliminary outline of the report and several "look and feel" proposals for EPA to review. The layout of the *2011 Annual Report* shall be based upon the *2010 Annual Report* model.

The EPA representative will provide comments directly to the Contractor. The COR may request several versions of the outline as more information and details are added. The Contractor shall work with EPA in an iterative, timely fashion to develop the final outline, final cover design, and final interior design/format.

### **Task 3: Complete Analysis for 2011**

The Contractor and the EPA COR will finalize any proposed changes and/or modifications to the model. When changes to the model have finalized, the Contractor shall work with the EPA COR to collect the necessary data for each program and complete the analysis for the *2011 Annual Report*. This task will require the Contractor to be pro-active and contact Branch Chiefs and Program Managers as necessary to collect data. All data sources shall be cited in the appendix and as necessary, a copy of the source document should be included. If necessary, the Contractor shall contact other EPA contractors, such as Lawrence Berkeley National Laboratory (LBNL), for data on ENERGY STAR labeled products and homes. The Contractor shall be



prepared to work, if necessary, with any independent accounting firms that review the calculations for accuracy when the analysis is complete.

In addition to CPPD's programs, this annual report and the analysis may include other climate programs, such as WasteWise, run by separate EPA offices. If the EPA COR decides to move forward on expanding the Report to include non-CPPD and CCD programs, the Contractor shall collaborate with other program staff as required and collect data, text, and graphics/images directly from those offices.

As the Contractor makes any modifications to the models for the annual report analysis, they shall update the EPA COR and other EPA staff who may be involved in the process as necessary. These updates may be informal and are meant to give the Contractor an opportunity to discuss and receive feedback on potential modifications to the analytical model and to discuss any problems encountered and possible resolutions.

#### **Task 4: First Draft of the Annual Report**

The Contractor shall prepare and deliver a first draft of the *2011 Annual Report*, following the outline developed in Task 2. The draft text should be submitted with placeholders for data, figures, and graphics, where necessary. The Contractor shall prepare the draft using text, graphics, and other material supplied by the EPA COR or program managers as well as text and other material developed directly by Cadmus personnel. In situations where the EPA COR is not able to provide appropriate data or information, it may be necessary for the Contractor to contact appropriate program staff directly for information and data about their programs. The Contractor shall provide revised cover concepts and interior layout designs as necessary. This task will require the most significant amount of time because most of the writing of the report will be done for the first draft. The EPA COR will submit edits and revisions directly to the Contractor.

#### **Task 5: Second Draft of the Annual Report**

The EPA COR will review the first draft and provide written (marked-up copy) edits and comments directly to the Contractor. If necessary, the COR may also provide additional or modified spreadsheets electronically. The Contractor shall incorporate the edits, comments, and additional data into a second draft. It may be necessary for the Contractor to revise some sections of the draft after new material is inserted. This draft should include the majority of completed tables, facts and figures. If necessary, the Contractor shall also provide additional cover designs and interior layouts (new or revised).

The second draft will be reviewed by the EPA representative, the CPPD Director, and additional EPA staff to confirm the accuracy of the program facts and figures. All comments from CPPD and CCD staff will be collected by the EPA COR and given to the Contractor to incorporate into the third draft.

#### **Task 6: Third Draft of the Annual Report**

On the basis of EPA's feedback on the second draft, the Contractor shall make revisions and provide EPA with a third draft of the *2010 Annual Report*. If necessary, the Contractor shall also provide further revisions to the interior layout design and cover concepts.

#### **Task 7: Fourth Draft and Subsequent Drafts of the Annual Report**

If necessary, the Contractor shall prepare, in rapid succession, subsequent drafts of the *2010 Annual Report* to ensure that the final document is highly polished. If requested by the EPA COR, the Contractor shall provide a final layout concept or cover design.

**Task 8: Final Annual Report**

Upon completion of EPA's final review comments and approval to proceed, the Contractor shall provide the camera-ready final report to the EPA representative, including all appendices. The Contractor shall also collaborate with EPA and the printer on QA/QC of the blue line for the final report, as required.

**Task 9: Final Appendix to Annual Report**

The Appendix accompanying the model shall (1) clearly describe the methodology applied and its rationale and (2) thoroughly document the input data used (identifying the source of the data and any known weaknesses in the data, in compliance with EPA's Data Quality regulations). The Contractor shall supply hardbound copies, one unbound copy, and an electronic file. If necessary, the Contractor shall also provide up to four follow-up tasks of no more than 5 hours each.

**Task 10: Special Projects**

The Contractor shall complete additional tasks or special projects as necessary as clarified by technical direction from the COR.

**Schedule of Deliverables:**

<b>Task/Deliverable</b>	<b>Date</b>
Task 1: Collection of Data and Preliminary Analysis	As specified by EPA COR
Task 2: Layout and Outline Proposals	March 30, 2012
Task 3: Complete Analysis for 2010	As specified by EPA COR
Task 4: First Draft of the Annual Report	As specified by EPA COR
Task 5: Second Draft of the Annual Report	As specified by EPA COR
Task 6: Third Draft of the Annual Report	As specified by EPA COR
Task 7: Fourth Draft of the Annual Report	As specified by EPA COR
Task 8: Final Annual Report	September 2012
Task 9: Final Appendix	As specified by EPA COR
Task 10: Complete Special Projects	As specified by EPA COR

**DELIVERABLES DISTRIBUTION LIST**

All deliverables shall be submitted electronically, unless specified otherwise.

**EPA WORK ASSIGNMENT MANAGER**

Courtney Upshall  
U.S. EPA (6202J)  
1200 Pennsylvania Ave., NW  
Washington, DC 20460

phone: (202) 343-9948  
fax: (202) 343-2203

Delivery Address:  
1310 L St., NW

Washington, DC 20005

**EPA Alternate WORK ASSIGNMENT MANAGER**

Karen Schneider

phone: (202) 343-9752

U.S. EPA (6202J)

fax: (202) 343-2203

1200 Pennsylvania Ave., NW

Washington, DC 20460

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 07/16/2012		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable) NEW AWARD	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  CADMUS GROUP, INC. THE 57 WATER STREET WATERTOWN MA 024724603				(x) 9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-022 0103			
				10B. DATED (SEE ITEM 13) 02/27/2012			
CODE (b)(4)		FACILITY CODE					

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☒ is not, ☐ is required to sign this document and return \_\_\_\_\_ 0 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

DUNS Number: (b)(4)

TO #103 Develop CPPD's Awards Brochure, Annual Report, and Analysis for 2011

TOPO: Gwendolyn Taylor

The purpose of this administrative modification is to provide a change in contract management roles as detailed below.

Buyer changed from Rachel Schwartz to Sharron Doherty

Contracting Officer changed from Rachel Schwartz to Sharron Doherty

TOPO (Task Order Project Officer) changed to : Gwendolyn Taylor

taylor.gwendolyn@epa.gov; 202-343-9472

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Sharron Doherty	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-11-022/0103/001	PAGE 2	OF 2
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NAME OF OFFEROR OR CONTRACTOR  
CADMUS GROUP, INC. THE

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Alternate COR/Project Officer changed to : Stacy Angel angel.stacy@epa.gov; 202-343-9606</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711</p> <p>Period of Performance: 03/01/2012 to 02/28/2013</p>				



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES 1      2									
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 02/27/2013		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable) NEW AWARD									
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD		7. ADMINISTERED BY (If other than Item 6)		CODE									
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  CADMUS GROUP, INC. THE 57 WATER STREET WATERTOWN MA 024724603				(x) 9A. AMENDMENT OF SOLICITATION NO.											
				9B. DATED (SEE ITEM 11)											
				X 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-022 0103											
				10B. DATED (SEE ITEM 13) 02/27/2012											
CODE (b)(4)		FACILITY CODE		11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS											
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.															
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule															
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">CHECK ONE</td> <td>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</td> </tr> <tr> <td>X</td> <td>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</td> </tr> <tr> <td></td> <td>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</td> </tr> <tr> <td></td> <td>D. OTHER (Specify type of modification and authority)</td> </tr> </table>								CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.	X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:		D. OTHER (Specify type of modification and authority)
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.														
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).														
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:														
	D. OTHER (Specify type of modification and authority)														
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ 0 _____ copies to the issuing office.															
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) DUNS Number: (b)(4) TO #103 Develop CPPD's Awards Brochure, Annual Report, and Analysis for 2011 TOPO: Gwendolyn Taylor The purpose of this modification is to extend the Period of Performance at no additional cost to the Government. The new end date is March 31, 2013. The reason for this no-cost extension is to allow additional time to complete: 1) the analysis of 2012 ENERGY STAR program accomplishment numbers and the production of the 2012 Overview of Achievements; and 2) the Technical Appendix report. The delay in delivering these final products is not at the fault of the contractor, and this extension will not negatively affect the contractor's performance evaluation.															
Continued ...															
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.															
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)											
				Sharron Doherty											
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED									
(Signature of person authorized to sign)				(Signature of Contracting Officer)		02/27/2013									

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-11-022/0103/002	PAGE 2 OF 2
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NAME OF OFFEROR OR CONTRACTOR  
CADMUS GROUP, INC. THE

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>LIST OF CHANGES:</p> <p>Reason for Modification : Other Administrative Action</p> <p>Period Of Performance End Date changed from 2013-02-28 00:00:00 to 2013-03-31 00:00:00</p> <p>Total Amount for this Modification: \$0.00</p> <p>New Total Amount for this Version: \$180,744.00</p> <p>New Total Amount for this Award: \$180,744.00</p> <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Description changed from Cadmus EP-W-11-022 TO # 103: Develop Awards Brochure, Annual Report, and Analysis for 2011</p> <p>The Cadmus project plan and budget dated February 9, 2012 for \$180,744 and 1,717 hours is approved. The order is fully funded. to Cadmus EP-W-11-022 TO # 103: Develop Awards Brochure, Annual Report, and Analysis for 2011</p> <p>End Date changed from 2013-02-28 00:00:00 to 2013-03-31 00:00:00</p> <p>Delivery Location Code: OAR/OAP/CPDP OAR/OAP/CPDP US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code 6202J OAP/CPDP Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination</p> <p>Period of Performance: 03/01/2012 to 03/31/2013</p>				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE		PAGE OF PAGES 1 2		
2. AMENDMENT/MODIFICATION NO. 003		3. EFFECTIVE DATE 06/18/2013		4. REQUISITION/PURCHASE REQ. NO. PR-HPOD-13-00272		5. PROJECT NO. (If applicable) NEW AWARD	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		7. ADMINISTERED BY (If other than Item 6) CODE					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) CADMUS GROUP, INC. THE 57 WATER STREET WATERTOWN MA 024724603				(x)		9A. AMENDMENT OF SOLICITATION NO.	
						9B. DATED (SEE ITEM 11)	
				x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-022 0103	
						10B. DATED (SEE ITEM 13) 02/27/2012	
CODE (b)(4)		FACILITY CODE					

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$11,829.09  
See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

DUNS Number: (b)(4)

TO #103 Develop CPPD's Awards Brochure, Annual Report, and Analysis for 2011

TOPO: Gwendolyn Taylor

The purpose of this modification is to de-obligate funds in the amount of \$11,829.09 from DCN 1258EE2189 and to re-obligate these same funds to Task Order #0203 under this contract (See Task Order #0203 Modification #1).

**LIST OF CHANGES:**

Total Amount for this Modification: -\$11,829.09

Obligated Amount for this Modification: -\$11,829.09

New Total Obligated Amount for this Award: \$168,914.91

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Sharron Doherty	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-11-022/0103/003	PAGE OF 2 2
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NAME OF OFFEROR OR CONTRACTOR  
CADMUS GROUP, INC. THE

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR ACCOUNTING CODE:  12-13-B-58E8-101A46-2505---1258EE2189-001  Account code changed from  12-13-B-58E8-101A46-2505-1258EE2189-001 to  12-13-B-58E8-101A46-2505---1258EE2189-001  Amount changed from \$180,744.00 to \$168,914.91</p> <p>Delivery Location Code: OAR/OAP/CPDP  OAR/OAP/CPDP  US Environmental Protection Agency  1200 Pennsylvania Avenue NW  Mail Code 6202J  OAP/CPDP  Washington DC 20460 USA</p> <p>Payment:  RTP Finance Center  US Environmental Protection Agency  RTP-Finance Center  Mail Drop D143-02  109 TW Alexander Drive  Durham NC 27711</p> <p>FOB: Destination  Period of Performance: 03/01/2012 to 03/31/2013  COR IS RESPONSIBLE FOR APPROVING INVOICES:  COR: GWENDOLYN TAYLOR  ALTERNATE COR: STACY ANGEL</p>				